



JOB ANNOUNCEMENT

Job Title: Legislative Liaison/Public Information Officer
Hours of Work: 40 hours per week; Monday-Friday
Salary Range: \$43,239.66 - \$73,779.47
Benefits: Health insurance, retirement, paid annual and sick leave
Other: Grade 22. *This position is not covered by the State Personnel Rules.*
Work location: Arizona Department of Housing, 1110 W. Washington, Phoenix, Arizona

Position Summary & Responsibilities

Reporting to the Assistant Deputy Director/Operations, this position will have a dual role of Legislative Liaison, as well as Public Information Officer (PIO) for the Arizona Department of Housing. As Legislative Liaison this position will perform a number of duties connected with keeping the agency abreast of state and federal legislative and pending regulatory issues, including but not limited to: developing and making recommendations on possible legislative agendas, working with the Governor's staff and others on legislative agenda items, coordinating the agency's legislative and policy matters, educating and communicating to staff, elected officials, and the agency's constituency on possible outcomes of different legislative agendas, reporting to the Arizona Housing Finance Authority and the Arizona Housing Commission on legislative matters, tracking and maintaining a systematic body of knowledge about the legislative process and housing issues affecting Arizona, serving as liaison to the state legislature, congress and other elected officials. This position will also perform the day-to-day public affairs and communications functions for the agency. Handling the communications functions of the agency will include producing communications materials for the agency, which may include but is not limited to: speeches for the director and other staff, press releases, public information media campaigns, general public relations and communications materials, briefings, reports including the agency's annual report, letters, brochures, publications and other written materials. This position will serve as a spokesperson and liaison with all forms of media, including but not limited to print, radio and television. This position may be required to represent the agency at speaking engagements, ribbon cuttings, ground breakings, and other public events, where speaking with knowledge on the subject of affordable housing and the programs and services of the agency are required. This position will be expected to devise and implement both internal and external strategies to communicate key messages of the agency. This position may play a vital role in helping to deliver major events for the agency, including special events like the annual Arizona Housing Forum. This position will also work closely with the Director in supporting the work of the Arizona Housing Commission and its committees. Other duties as assigned.

Qualifications

Candidates must possess sufficient education or job related experience demonstrating an ability to provide the services noted above, to include knowledge of local, state and federal government; legislative processes in Arizona and at the federal level; outstanding written and oral communication skills; negotiating skills; analytical skills; public speaking and presentation skills; group facilitation skills; principles of communications, public relations and advertising; excellent organization skills; and more. Knowledge of the state and federal programs and resources administered and utilized by the agency in the execution of its mission is a plus. Fluency in the Spanish language is desirable, but not necessary.

About the Agency

The Arizona Department of Housing (ADOH) is a cabinet level state housing agency that administers a myriad of state and federal funding sources that promote affordable housing and community development, including: CDBG, HOME Investment Partnership Program, State Housing Trust Fund, Low-Income Housing Tax Credit Program, Housing Opportunities for People with AIDS (HOPWA), Shelter Plus Care, the Supportive Housing Program, and the Arizona Public Housing Authority. As well, ADOH oversees the activities of the Arizona Housing Finance Authority and the Arizona Housing Commission.

This position will remain open until filled

Interested candidates must submit a resume, list of references, and letter of interest, including salary expectations to: Lori Moreno, HR Manager, Arizona Department of Housing, 1110 West Washington Street, Suite 310, Phoenix, AZ 85007. NO PHONE CALLS. The State of Arizona is an EEO/AA Employer. Title II of the American with Disabilities Act and Section 504 of the Rehabilitation Act prohibit discrimination on the basis of disability in public programs. Individuals with disabilities who need a reasonable accommodation to participate in the hiring process or who require information in an alternative format must include this request in their letter of interest.